

Office of SSA-DD/S
Room 7D10
Hqs

22 June 1962

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SSA-DD/S 7D10, Hqs

Per your recent request, the following material is forwarded herewith:

1. Thermofax cy of Comptroller Instruction No. 30, dtd 19 Nov 56 (for your retention)
2. SSA-DD/S Cy of 22 Aug 57 Memo for Chiefs of Support, DD/P Senior Staffs & Area Divisions, fr SSA-DD/S, subj: Theory and Preparation of Administrative Plans; w/4 Atts (Forwarded as a loan for duplication.)

If you reproduce the 22 Aug 57 memo, it would be appreciated if you would make an additional copy for SSA-DD/S, if possible. Also, return the official SSA copy.

Thank you.

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Attachments were:

1. Theory & Preparation of Admin Plans (7 pgs)
2. Admin Plan Op Investment Check List (2 pgs)
3. Admin Plan Proprietary Proj Check List (4 pgs)
4. Admin Plan Check List (3 pgs)

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